

September 27, 2002

Dear Student:

Welcome to the Defense Equal Opportunity Management Institute (DEOMI) the Department of Defense "Center of Excellence" for education on equal employment opportunity and cultural diversity, and congratulations on your selection to attend the Equal Employment Opportunity Specialist Course (EEOSC), Class 8-02. Your participation in this course will help us continue DEOMI's standard of excellence.

The enclosed Student Guidelines provide useful information during your stay in Cocoa Beach. Your in-processing will be held between 7:00 a.m. and 8:45 a.m., on Monday, October 28, in the Lobby of the DoubleTree Oceanside Hotel, 2080 North Atlantic Avenue, Cocoa Beach, Florida, the course and lodging site. Your orders itinerary block should reflect Cocoa Beach, Florida, not Patrick Air Force Base.

Graduation will be held on Friday, November 8th. The graduation ceremony is part of the course and certificates of completion are presented at that time.

You should schedule your return flight for no earlier than 7:00 p.m. on November 8th or on Saturday, November 9th. Early departure will not be authorized unless it is necessitated by unusual circumstances. Travel and processing time to local airports is approximately two hours to Orlando and one hour to Melbourne. Please schedule your return flight to allow adequate travel and check-in time prior to departure.

Once again, welcome! The staff and faculty look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald D. Shanks", is written over a horizontal line.

Ronald D. Shanks, Ph.D.
Director, Civilian EEO Training

Enclosure:
Student Guidelines